83-4540

September 2, 1983

MEMORANDUM FOR: Agency Records Management Officers

FROM: STAT

          Chief, Records Management Division
          Office of Information Services, DDA

SUBJECT: Requirement to Report Classification Decisions
          Made during 10-16 September 1983

    1. As stated [   ] the Director of the Information Security   STAT
Oversight Office (ISOO) has the authority to require reports from Federal
agencies to ensure their compliance with Executive Order 12356. We are
required to submit such a report to ISOO by 31 October 1983. One section of
the report requests the number of original and derivative classification
decisions made during the reporting period (1 August 1982-30 September
1983). Due to the great volume of classified documents generated by CIA,
the Director, ISOO will accept a report based on a one-week sample.

    2. In order to furnish the information to ISOO, please see that the
following items are counted and recorded during the period 10-16 September
1983:

        a. Count the number of classified documents originated within your
component which are dated 10-16 September. (Count each document only once;
do not, in addition, count letterex or reproduced copies of the documents.)

        b. Count the number of classified documents received from the
field during the period 10-16 September. This count should be limited to
correspondence for which your office is the action office, including items
such as cables sent between field stations on which Headquarters is an
"info" addressee. (It is not necessary that these documents be dated 10-16
September, but rather that they be received during that period. This is to
ensure that slow-moving correspondence such as dispatches and transmittal
manifests are counted.)

        c. Count all classified forms that are completed (filled in)
during 10-16 September. (Count preclassified forms and those premarked as
classified "when filled in" either as original or derivative in accordance
with the preprinted "classification authority" marking.)

        d. Count each classified computer run as one item. (Do not count
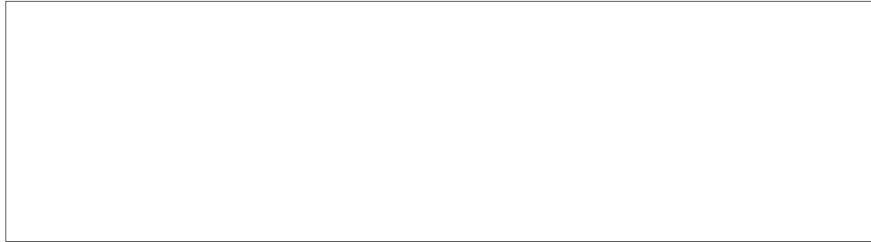each computer-produced sheet or punched card separately.)

    3. Please note that the count of original classification decisions
must be broken down according to the number classified that specify a date
or event for declassification and the number classified that specify the
originating agencies' determination is required (OADR) for declassification.

DCI
EXEC

4. Attached is the format for reporting classification decisions made in your component. Please return this information to Records Systems Branch, 1236 Ames Building, by 30 September 1983. If you have any questions, contact

STAT

Attachment:
As stated

This Report for:

DCI
DDCI
EXDIR
EXec Secretary
Policy Staff
ER

REPORT OF CLASSIFICATION DECISIONS
MADE 10-16 SEPTEMBER 1983

SUMMARY OF INSTRUCTIONS

1. Record in the space provided below, the number and type of classification decisions made by your
    component during the period of Saturday, 10 September through Friday, 16 September 1983. Include
    classification decisions by field installations in correspondence for which your office is the ACTION
    office (see first item in the heading of cables and telepouches). Count field correspondence received
    during that period even though it may have been written before that period.

2. Report classification decisions made in cables, telepouches, dispatches, transmittal manifests, letters,
    memorandums, reports, publications, and forms. Report only the overall document classification
    decisions. Count only one decision per document no matter how many copies of the document are made.

3. List original (ORG) classification decisions separate from derivative (DRV) decisions. (ORG and DRV
    decisions are recorded on the bottom line of all documents.) Separate original decisions that specify a
    date or event for declassification from ones that specify originating Agency's determination required
    (OADR) for declassification.

CLASSIFICATION MADE 10 THROUGH 16 SEPTEMBER 1983			
TYPE OF CLASSIFICATION DECISIONS	NUMBER OF ORIGINAL (ORG) DECISIONS		NUMBER OF DERIVATIVE (DRV) DECISION
	DATE OR EVENT	OADR	
TOP SECRET		44 (Includes Codeword)	135 (Includes CW)
SECRET	15	25	203
CONFIDENTIAL		12	63

OFFICE: DCI/Executive Registry